

OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR

www.ceomanipur.nic.in
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INVITATION FOR BIDS (IFB)

Imphal, the 19th September, 2019

No. 5/ELEC/SSR/PRIN-ROLL/2020: Chief Electoral Officer, Manipur invites bids for printing of photo Electoral Rolls from the reputed firms.

2. Tender is to be submitted on-line through e-procurement/tender portal <https://manipurtenders.gov.in>.

3. The timeline for submission of bids is given below:

Particular	Start date & time	End date & time
Publishing/downloading Tender Documents	14:30 hrs of 19.09.2019	13:30 hrs of 04.10.2019
Seeking clarification	15:00 hrs of 19.09.2019	14:00 hrs of 23.09.2019
Submission of Tender Fees, EMD & Security Deposit	15:00 hrs of 23.09.2019	13:30 hrs of 04.10.2019
Submission of tender documents	15:00 hrs of 23.09.2019	13:30 hrs of 04.10.2019
Bid opening	14:00 hrs of 04.10.2019	

4. **TERMS & CONDITIONS:**

- i) All Tenders/Bids shall be accepted only through online and no manual submission of the same shall be entertained.
- ii) All documents/papers uploaded/submitted by the bidder must be legible.
- iii) Tender fees of **Rs.5,000/-** (non refundable) should be submitted in the form of Bank draft of any Nationalised Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur.
- iv) Security Deposit of **10%** (refundable) of the total quoted amount in the form of Bank draft of any Nationalized Bank/Scheduled Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur should be submitted.
- v) An Earnest Money Deposit of Rs. **7,500/-** (refundable) is to be submitted in the form of bank draft of any Nationalised Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur.
- vi) All Bank drafts should be submitted in a separate Envelope by indicating tender identification e.g. ("Security Deposit/ Earnest Money Deposit/Tender fee" etc.).
- vii) The Department shall not be responsible for any delay in postal service or disruption of web service.
- viii) The rate quoted should be inclusive of all taxes.
- ix) Uploaded documents of valid successful bidder will be verified with the original documents before signing the Agreement.
- x) The Authority reserves the right to accept or reject any or all tenders without assigning any reason thereof. The office may also modify the terms and conditions before giving supply order.

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- xi) The bidders must possess Digital Signature Certificate of Class II or Class III for submission of online bids.
- xii) Printing may be done at the convenient place of the firm.
- xiii) Printed materials should be delivered at the Office of the Chief Electoral Officer, Manipur, Lamphelpat, Imphal. Arrangement for transportation of delivery of printed materials is to be made by the firm itself.
- xiv) Payment may be made after delivery of the printed materials in full.
- xv) Bids will be opened in the chamber of **Principal Secretary-cum-Chief Electoral Officer**, Manipur at Lamphelpat.
- xvi) The rates quoted must be both in figure and words and it must be firm for a minimum period of 6 (six) months subject to physical verification.
- xvii) Details of the Photo Electoral Rolls to be printed are given below:

SI No	Items	Approximate no. of pages
1	Draft Photo Electoral Rolls	31,13,430
2	Final Photo Electoral Rolls	31,44,564
	Total	62,57,994

- xviii) Printing should be done in good quality paper of not less than 65 gsm and photographs of the electors should be clearly visible in black and white.
- xix) No advance will be provided and 100% payment will be made on delivery within 10(ten) days of receipt of the materials in full and good condition. All payment will be made by cheque or Net Banking.
- xx) The Authority reserves the right to cancel all bids without assigning any reason thereof.
- xxi) Tenders/Bids must be quoted in English language only.
- xxii) The bidders should not be blacklisted by any Government/ Semi Government/ Private Institute.
- xxiii) All disputes are subject to jurisdiction of courts at Imphal only.

(Ramananda Nongmeikapam)
Joint Chief Electoral Officer, Manipur

Copy to:

- 1. Principal Secretary (Election), Govt. of Manipur
- 2. Director (IT), Government of Manipur. He is requested to upload the above notification in the website <https://manipur.tenders.gov.in>
- 3. Smt. Sujata Salam, Database Administrator for uploading in <https://ceomanipur.nic.in>
- 4. Notice Board
- 5. Relevant File